

Minutes of ESD Safety Committee Meeting 27 March 2008

Attending: Eoin Brodie, Cristina Castanha, Paul Cook, Carl Steefl, Todd Wood, Jil Geller, Tim Kneafsey, Seiji Nakagawa, Vivi Fissekidou, Rob Connelly, Jim Berryman, Nick Spycher, Theresa Pollard.

1. Critical Items: NONE

Other Items:

2. Minutes of 13 Feb meeting distributed for review.

3. Presentation of Job Hazard Analysis (JHA) by John Seabury:

John provided a power point presentation (available upon request), and a demonstration of the online system; a few of the many points discussed are summarized below:

- ✓ The JHA is based on Work Groups that cover workers with similar hazards and controls – they will provide “default” JHA’s that will be customized as necessary for individual workers on the basis of their review with their supervisors.
- ✓ Work Leads are the “owners” of the work groups and are responsible to develop the hazard analysis with the Division Safety Coordinator, Liaison, and EH&S facilitator (John Seabury).
- ✓ Vivi will schedule meetings with all parties to develop the work groups. Work groups must be developed by the end of May. Lab employees will begin completing their JHA’s with their supervisors after all the work groups are developed.
- ✓ Carl suggested that there will be three work groups for his lab – this may be a model for other labs. The groups would consist of “programmers”, “standard lab”, and “standard lab + rad work”.
- ✓ JHA’s will replace JHQ’s at the lab this summer. They address requirements from 10CFR851 for formal job hazard analysis for employees/guests at all DOE facilities. LBNL has committed to having 75% of all workers complete their JHA by the end of September.

4. DOE observer at monthly LLPI safety walkthroughs: After most of the members left the meeting, Vivi, Tim, Rob, Seiji and Jil discussed this issue. Kim Abbott, as part of his oversight role of safety in ESD would like to attend the monthly LLPI safety walkthroughs. We understand Kim’s interest in verifying this part of ESD’s safety walkthrough program, as stated in our ISM Plan. However, we do not know how to meet his request without imposing the formality of scheduling Vivi and Kim to attend these walkthroughs. The LLPI walkthroughs are designed to be informal, performed monthly at the convenience of the LLPI and their lab group, without additional oversight by the Safety Coordinator or line management. These walkthroughs are verified by the LLPI signing log in the Lab Safety Primer. ESD has other walkthroughs led by line management and the safety coordinator to which DOE is invited to observe: semi-annual department head walkthroughs, the annual division director walkthrough and quarterly SAA walkthroughs. We are concerned that by inviting Vivi and Kim to the monthly LLPI walkthroughs, they would become too formal and be counter-productive to the kind of proactive safety culture we strive for.

The meeting was adjourned.